

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Purchasing Assistant / Accounting Clerk (Part-time benefitted)	<u>Revision Date:</u> 10/16 <u>EEO Category:</u> Administrative Support <u>Status:</u> Non-Exempt <u>Control No:</u> 40362
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Finance and Information Technology Director and the Purchasing Agent, performs general accounting clerk and purchasing duties.

III. Essential Duties:

- Processes requisitions, purchase orders and change orders on a timely, accurate, complete basis and in compliance with City policies and ordinances.
- Maintains an accurate vendor list, ensuring sales tax exemption, as well as maintain positive and professional relationships with the City's vendors.
- Performs purchasing processes for department buyers, correcting and reporting non-compliant purchases.
- Assists with training of new personnel on Purchasing Ordinance compliance.
- Maintains updated vendor credit applications.
- Provides customer service for walk-in-public and departmental employees.
- Acts as the back-up receptionist for Finance & Information Technology.
- Maintains accurate records of Purchase Order numbers and insurance requirements.
- Maintains purchasing filing system.
- Processes purchasing mail on a daily basis.
- Provides revenue audit support services as assigned.

IV. Marginal Duties:

- Assists in the development and maintenance of the surplus property program.
- Processes department daily mail when directed.
- Photocopies various documents.
- Performs duties of the Purchasing Agent in his/her absence.
- Handles various, specifically assigned administrative duties as designated by the Finance and Information Technology Director or Purchasing Agent.
- Performs other duties as assigned.

V. Qualifications:

**Education:** High school diploma or equivalent required. Associates degree preferred.

**Experience:** Two years clerical and customer service experience preferred.

**Certifications / Licenses:** Valid Utah driver's license required.

**Knowledge of:** Telephone procedures and etiquette; correct English usage, spelling, and vocabulary; office methods, techniques and equipment; proficient in Microsoft Office and Excel. Knowledge of governmental procedures preferred.

**Responsibility for:** Care, condition and use of materials, tools, and equipment; confidential information that must be handled with discretion.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgment to avoid friction; constant contact with the public and City departments; constant contact with the public both on the phone and face-to-face; follow written and verbal instructions; communicate effectively verbally and in writing.

**Tool, Machine, Equipment Operation:** Requires regular use of office equipment including a personal computer, financial/purchasing software, 10-key, printer, copier, fax and telephone system. Prefer typing at 40 wpm.

**Analytical Ability:** Follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills. **Self-motivated and strong attention to detail.**

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Employee may sit or stand for long periods of time and may occasionally move up to 20 pounds.

*Work Environment:* Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. May experience exposure to stressful situations as a result of human behavior and daily exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_